

## **NCPMA Certification Policy** **Adopted January 7, 2014**

### **Purpose**

The NCPMA has a longstanding commitment to the education of professionals in the field of property mapping in the State of North Carolina. The annual Mapping School actually predates the Association itself, conceived by individuals who participated in that first school. This is reflected in the purposes of the Association, which include:

*4. To advance property mapping, GIS and land records management knowledge and practice through education.*

*5. To encourage a high standard of professionalism as a means to more effectively serve the public.*

The Certification Board is challenged with carrying out this policy with the responsibility of upholding these purposes of the Association, promoting educational advancement and maintaining high levels of professionalism.

### **Structure**

There are currently two levels of certification from the NCPMA, Mapper and Senior Mapper. Each has an associated class to teach the skills needed for that level of certification, but are from this point forward separated from the certifications themselves. Candidates for certification are encouraged to complete the courses at their earliest opportunity to learn the skills which can be applied to their jobs and may then apply for the appropriate level of certification when all requirements are met.

### **Certification as a Mapper**

To be certified as a Mapper, a person must:

- 1) Be a member (of any category) in good standing of the North Carolina Property Mappers Association.
- 2) Within the last five (5) years have completed two years of experience in mapping, land records with an agency of state or local government, a private company who performs similar services for local government, or equivalent experience approved by the Certification Board.
- 3) Have completed a minimum of twenty-four (24) hours of continuing education credits approved by the Certification Board within the preceding two (2) years.
- 4) Have shown proficiency in general mapping techniques by completing the Regular Mapper Class and having passed the course exam at the completion of the course or by exam challenge.
- 5) Have paid all required certification fees.

### **Certification as a Senior Mapper**

To be certified as a Senior Mapper, a person must:

- 1) Be a member (of any category) in good standing of the North Carolina Property Mappers Association.
- 2) Have been certified as a Mapper for not less than 2 years.
- 3) Have completed a minimum of twenty-four (24) hours of continuing education credits approved by the Certification Board within the preceding two (2) years.
- 4) Have shown proficiency in advanced mapping techniques by completing the Senior Mapper Class and having passed the course exam at the completion of the course or by exam challenge.
- 5) Have shown proficiency in concepts of property assessment by completing the UNC School of Government's Fundamentals of Listing and Assessing in North Carolina course and having passed the course exam at the completion of the course or by exam challenge.
- 6) Have paid all required certification fees.

### **Exception for experienced professionals from other states**

Experienced property mappers from other states may apply for certification as Senior Mappers without first holding the Mapping Certification for 2 years under one of the following conditions:

- 1) No less than ten (10) years of property mapping experience in another state, or
- 2) No less than five (5) years of property mapping experience in another state, along with holding an IAAO Cadastral Mapping Specialist (CMS) Designation or state certification requiring training similar to NCPMA Certification.

All other requirements for Senior Mapper must be met before certification shall be granted.

### **Procedure for Initial or Elevated Certification**

To apply for Initial Certification as a Mapper or Elevation in Certification from Mapper to Senior Mapper, a person must:

- 1) File the required application by the announced deadline to the Chair of the Certification Board or his/her designee.
- 2) Provide documentation of credit hours completed and required courses passed.
- 3) Pay the required fee.

### **Renewal of Certification**

Once certified as a Mapper or Senior Mapper, in order to maintain that certification, a person must maintain membership (of any category) in good standing of the North Carolina Property Mappers Association. Additional requirements for recertification may be added at a future date, and certification under a prior policy shall not exempt those previously certified from such requirements unless outlined in the new policy.

### **Lapse in Certification**

Certified Mappers and Senior Mappers are expected to maintain their membership. Failure to do so results in a lapse in certification. In order to re-establish the previously awarded certification a person may repeat the initial certification process (for Mapper Certification only) OR the person may pay a fee equal to the membership fee for their appropriate class of membership for any year(s) of lapsed membership PLUS a penalty equal to the fee for initial certification as a Mapper or elevation from Mapper to Senior Mapper based on the level of certification held.

### **Exams**

People taking either the Regular or Senior Mapper Classes and paying the associated tuition may take the exam for either course at the conclusion of the class. Those already certified and taking the class for credit hours only do not need to retake the exam to receive credit hours.

A score of 70% is the minimum passing score for either exam. Students who do not pass the exam administered at the end of the course may request one retest under the following conditions:

- 1) The student must wait a minimum of two (2) weeks before requesting a retest.
- 2) There is a limit to one (1) retest without repeating the class.
- 3) The retest must be administered by a proctor approved by the Certification Board who holds at least that same level of certification.
- 4) A retest fee must be paid before the retest is given.

Any member of the Certification Board may be an exam proctor, provided they already hold at least the level of certification appropriate to the exam. Additional proctors may be approved by the Certification Board to provide proctoring availability within reasonable travel distance throughout the state, but

proctors shall not be permitted to administer exams to anyone with the same employer as the proctor. Exams shall be graded, when feasible, by a member of the Certification Board holding at least that level of certification, but should not be graded by the course instructor or someone with the same employer as the person being graded. Additional graders may be appointed by the Certification Board with preference given to those who have previously served on the Certification Board.

### **Revision of Exams**

The Certification Board shall in cooperation with the Education Committee, revise course exams to reflect changes in material covered and areas of emphasis in the respective courses and the level of competency expected from holders of the certifications to which they lead.

At no point may a member of the Certification Board not holding Senior Mapper Certification be allowed to see, proctor, grade, or have input on revision of the Senior Mapper exam.

### **Fees and Penalties**

The following fees and penalties are applicable for the following purposes:

\$10 Initial Mapper Certification

\$25 Elevation to Senior Mapper Certification

\$25 Exam Retest Fee

### **Evidence of Exam Completion and Certifications**

Certificates will be awarded for successful completion of either mapping class with a passing score on the exam. Those who do not pass or take the exam shall receive documentation of hours completed.

Those who pass the exam on retake will be awarded certificates of completion when the exam is passed.

Those receiving certification as Mappers or Senior Mappers will receive certificates for their accomplishment. Senior Mappers also receive a recognition pin upon initial elevation.

### **Certification Board**

The Certification Board shall be composed of seven members, six appointed to 3-year terms (or portions thereof to complete the unexpired term of another), plus the Past-President, who shall serve ex-officio as a regular voting member of the Certification Board for their year in that role, as well as serving as liaison to the Board of the Association. No person shall serve on the Certification Board who has not attained at least the Mapper Certification.

The terms of members of the Certification Board shall be three (3) years with terms beginning 1 December and ending 30 November of any specific year. Terms shall be staggered such that the 3-year terms of 2 members shall expire each year and 2 members shall be appointed or reappointed if eligible for the next 3-year term.

The outgoing President (with term ending 30 November) shall automatically come onto the Certification Board for a one (1) year term so long as he/she is an NCPMA-Certified Mapper or Senior Mapper. If the outgoing President is not at least a certified mapper, he/she shall appoint someone eligible to serve that year in his/her place. The outgoing President shall also make appointments to fill any expiring terms on the Certification Board either through appointment or reappointment of eligible certified members.

Certified Senior Mappers may serve no more than seven (7) years consecutively on the Certification Board, with the maximum tenure being one (1) year as Past President along with two (2) three-year

regular terms.

Certified Mappers not having attained Senior Mapper Certification may serve no more than four (4) years consecutively on the Certification Board, with the maximum tenure being one (1) year as Past President along with one (1) three-year regular term.